



## **CALIFORNIA ARTS COUNCIL**

# **STATE-LOCAL PARTNERSHIP PROGRAM**

## **2002-03 Guidelines & Application Full Application**

**Postmark Deadline: March 15, 2002**



## California Arts Council

Gray Davis  
Governor of California

### Arts Council Members

Barbara George, Chair  
Phyllis Epstein, Vice Chair  
Marcy Friedman, Vice Chair  
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### Address

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Sacramento, CA 95814

(916) 322-6555  
Toll Free (800) 201-6201  
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**Web:** [www.cac.ca.gov](http://www.cac.ca.gov)

### Office Hours

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the assembly speaker appoints one member; and the Senate President pro tempore appoints one member. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Mission:** The mission of the CAC is to make available and accessible quality art reflecting all of California's diverse cultures; to provide the state's broad economic, education, and social goals through the arts; to provide leadership for all level of the arts community; and to present effective programs that add a further dimension to our cities, our school, our jobs, and our creative spirits.

**Funding:** The CAC is a state agency, funded primary from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundation, individuals, earned income, government agencies, or other organizations.



**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observer may attend but may not comment on, participation in, or in any way interfere with panel meetings. Go to the CAC Website for meeting dates and locations at [www.cac.ca.gov](http://www.cac.ca.gov).

**Grants Panels:** Application are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the application's request for funding; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the application's request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeals.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as define by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the American With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

## **2002-2003 DEADLINES State-Local Partnership:**

**MARCH 15, 2002**

**APPLICATION MUST BE POSTMARKED  
BY THE DEADLINE DATE  
OR DELIVERED ON THE DEADLINE BY 5:00 PM.**

### **Staff**

**Assistant Chief of Grant Programs  
Josie S.Talamantez**

### **PURPOSE**

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

### **The goals of the SLPP are:**

- To increase public awareness of, and participation in the arts of all cultures;
- To encourage local communities to foster the growth of arts resources to meet local needs;
- To provide access to high quality artistic experiences for all Californians; and
- To promote cooperation and collaboration among county and city arts agencies in planning, programming, and policy development.

The SLPP seeks to accomplish these goals through funding and technical assistance to local arts agencies (nonprofit arts councils or commissions) designated by local government to apply to the program. Local arts

agencies are required to implement countywide local arts programs based on effective, broad-based community assessment and planning.

### **The program's objectives are:**

- To increase the number of designated county local arts agencies in partnership with the state;
- To increase support for quality artistic activities by supporting the programs, services, and arts policy development efforts of California's designated local arts agencies;
- To serve the cultural needs of local communities, including geographically isolated and economically disadvantaged communities;
- To broaden and leverage public and private support for the arts;
- To increase cultural expression and participation among the diverse and underserved populations of the state based on local planning and the goals of the California Arts Council; and
- To promote collaboration and cooperation among the state's local arts agencies.

The CAC recognizes that continuing support for established and developing local arts agencies is a key element for strengthening the arts infrastructure of the state. The guidelines for the State-Local Partnership Program emphasize managerial standards, the development of quality arts programming and access for all Californians. The SLPP is considered a community arts development program offering support to local arts agencies that meet the criteria for funding.

### **The State-Local Partnership**

The SLPP provides an annual grant opportunity for general operating support for county designated local arts agencies.

*Special Category:* Technical Assistance support may be awarded for new agency applicants.

### **FUNDING PROCESS**

Funding is awarded through a competitive application/review process. Applicants must make a clear case for funding based on the quality of programs and services, diverse representation in governance and outreach, and a commitment to achieving and maintaining professional management standards. Priorities for funding are recommended by a peer review panel based on the state funding criteria. Arts Council members make final decisions on all grants.

The funding amount for county partner's general operating support is recommended at \$40,000 pending the state budget allocation. Special category applicants may receive technical assistance funding, generally at a lower amount than general operating support.

Beginning in FY 1999-00 per capita funding became available for Local Partners based on county population. The minimum amount is \$1,000 per agency. The per capita funding level is pending the state budget allocation. Applicants should **not** include this funding in the agency request of \$40,000. The per capita will be reflected in the revised budget submitted with the contract for services.

**GENERAL ELIGIBILITY**

Applicants must be designated by resolution of their boards of supervisors to serve as the local partner. They must also meet the eligibility requirements of all Arts Council programs (see Requirements, inside front cover).

**THE STATE-LOCAL  
PARTNERSHIP  
(Counties Only)**

**General Operating Support**

General operating support funding helps designated county arts agencies with general operating costs. Applicants must fully meet CAC programming and managerial standards in order to receive support. County partners must demonstrate significant local support reflecting the community's resources. This should include local government financial and in-kind support where feasible.

Funding for general operating support is awarded as a contract for services between the county partner and the Arts Council. County partners must provide:

- A public office staffed by a full-time director/public access to the agency during normal business hours;
- Information and referral services for the local community regarding local, state, and national arts programs;
- Hosted meetings for CAC as needed, without charge, when sufficient notice has been given;
- Cooperation, where feasible, in information gathering, and cooperative programming deemed by the CAC and the Partner to be mutually beneficial.

As a requirement for a contract for services all new Executive Directors must participate in and budget funds for ongoing professional development, in particular, California Assembly of Local Arts Agencies (CALAA) infrastructure development designed specifically for SLPP.

- All Executive Directors must attend the Nancy Clute Annual gathering and the annual CALAA Convocation.
- In addition each agency must be up to date technologically with e-mail and Internet access capability.

**MATCHING REQUIREMENTS**

Minimum matching requirements are based on county population size (refer to General Operating Support Funding Chart below). Matching funds must be in cash. The required minimum match may be from any public or private source, including individual donations, corporate and foundation support, local and federal government funding, and earned income. State support may not be used as a match.

**GENERAL OPERATING SUPPORT  
FUNDING CHART**

**Counties with populations over 200,000**

Maximum CAC Grant \$40,000  
Applicant Match 100% (\$40,000)

**Counties with populations between 75,000  
And 200,000:**

Maximum CAC Grant \$40,000  
Applicant Match 50% (\$20,000)

**Counties with populations under 75,000:**

Maximum CAC Grant \$40,000  
\*Applicant Match 25% (\$10,000)

\* Match must be incrementally increased to be at 50% within 3 to 5 years. A plan must be in place so the panel can get a sense of how you plan to achieve this goal. (Refer to managerial and fiscal competence under funding criteria.)

**Do not overmatch. Counties should request \$40,000 as stated in the guidelines and match the \$40,000.**

For counties with a population of less than 200,000 in-kind donated services, for which a market value can be determined, (such as printing, rent, advertising, and costs other than donated time) may be used for up to 50% of the required match.

## FUNDING CRITERIA

In addition to the formal designation by the county board of supervisors, county partners must meet programmatic and managerial standards based on an agency cultural planning process to qualify for funding. Local arts agency programs should reflect the arts needs in the county. The application has been revised to enable applicants to address each of the three funding criteria. Each criterion must be addressed within the provided space in the application.

Applicants will be reviewed and ranked according to the following criteria:

### 1. Local Arts Networking and Facilitation

County partners serve as a resource for planning, coordinating, implementing and disseminating information about local cultural activities. This role is determined by needs of local artists and arts groups, including municipal arts agencies, in the county.

County partners should be a link between artists, arts organizations, local government, business, education institutions, and the general public. County partners should receive local government support through funding, cooperative partnerships, donated services, and/or access to administrative and technical resources. This may include joint projects or collaborative activities with redevelopment agencies, parks and recreation programs, visitors and convention bureaus, planning and economic development bodies, and other city/county agencies.

County partners should assist in formulating public policies conducive to the growth and professionalization of the arts at the local level.

County partners should provide technical assistance and funding to support local arts development. Partners should demonstrate that assessment, planning, programs, and services are developed with broad-based input from the arts community and the general public.

### 2. Accessibility

The criterion of accessibility should be addressed in terms of cultural diversity, geographic setting, and the

economic base of each county. Each appears to greatly influence the programs and services developed by the county partner.

This discussion should provide a context of the county's unique cultural, geographic, and economic characteristics that help define the community served by the county partner.

#### *Cultural Diversity*

Programs and services that foster, promote, and provide exposure to the variety of cultural expressions in California should be integral to the mission and activities of the county partner. A county partner should be a catalyst for increasing cultural exchange and understanding. The county partner should have broad demographic, social, geographic, and cultural representation in programs, services and governance. Programs and services should be accessible to all citizens of the county including older and disabled persons. (See Requirements on Second page.)

**Discuss your county's Cultural Diversity Policy (attach a copy to your application packet.) Describe how your Cultural Diversity Policy was developed. Describe how the diverse demographic communities within your county contributed to the development of this policy. Also note how this policy is the basis of program and outreach activities for these communities (audiences.)**

#### *Geographic Setting*

Geographic characteristics include the county's size, physical features including distance between population centers and population location, mountains, forests, deserts or urban/rural areas. Programs and services may be developed because of or to address the unique geographic setting of the county partner. **Describe the geographic characteristic specific to your county.**

#### *Economic Base*

The county's economic base should be described in terms of the county partner's fiscal setting. Factors might include per capita income, population growth, the economic health of county government, access or no access to corporate and foundation funders, and the viability of the business community. **Describe the economic base of your county.**

### 3. Managerial and Fiscal Competence

County partners must demonstrate adequate staffing to serve the administrative needs of the organization. This includes a full-time professional administrator with experience necessary to deal effectively with issues of arts and nonprofit management. Compensation must be at a professional level. Personnel policies should be

developed in writing and an evaluation process should be part of regular operations. The county partner must have a written agreement with its director, which includes salary, vacation, sick leave, retirement, and benefit packages. Opportunities for staff training and professional development must be an integral component of the management strategy. **Discuss and attach your agency's salary and benefit package. Include official and unofficial staff training and professional development package.**

The board of directors provides policy direction, maintains fiduciary responsibilities and is committed to fundraising and raising the visibility of the arts in your county. **Describe your board's expertise in: the arts, management, business, education, non-profit and/or government public policy, public relations and marketing. Also describe your board's demographic and geographic representation.**

A diversity of income sources from public and private sectors may be necessary for stable, long-term growth. Plans for fiscal growth to support quality programs and services, and to meet budget projections, are evidence of managerial and fiscal competence. County government is considered a "partner" in the SLPP. County government should make an annual appropriation to the county's local arts agency designated as the State Local Partner. **Describe your county's annual commitment. Describe the diversity of your income sources. If your matching requirement is less than 50% describe your 3-5 year plan to be at a 50% match.**

County partners should demonstrate they have an appropriate planning process involving broad-based community participation to ensure long-term programming and administrative growth. **The local partner must have an organizational strategic plan, which includes a statement of the agency's goals and objectives. This should be updated annually. Discuss and attach your county's strategic plan to the end of the application.**

Managerial competence requires the establishment of equitable and effective decision-making processes, including a clear conflict of interest procedure in all programs, employment, and financial decisions. **Discuss your agency's decision-making and conflict of interest policies and procedures.**

## POLICIES AND PROCEDURES

**Regional Partnerships:** Regional partnerships may be eligible for general operating support for each county in a regional partnership. Regional Approaches are encouraged where feasible. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional requests must be justified in terms of the review criteria and the impact of funding request. Regional partner applicants must give evidence of and statistically document service and program equity in each county.

**New Partners:** A new organization designated as the local partner must submit quarterly progress reports. A new local partner must complete a full application for each of the first three years of its existence. A new local partner must submit proof of nonprofit tax-exempt status. Please contact staff before submitting application.

**Non-Funded Partners:** If an applicant organization is denied funding for two years, the partner may be disqualified from reapplying. Please contact staff for further clarification.

**Technical Assistance Award:** Technical assistance is defined as professional development. An applicant may, in lieu of funding for general operating support, be recommended to receive technical assistance funding in an amount determined either by the review panel or by staff, and approved by the CAC. The type of technical assistance will be formulated with guidance from the SLPP staff. If receiving a technical assistance award the applicant must submit quarterly reports.

## PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAMS

A partnership between the SLPP and CALAA provides professional development assistance opportunities to the State's local arts agencies. Workshops and training opportunities are available to local arts agency administrators, board members, and volunteers based on needs expressed by the field. These may include basic arts agency management workshops, conferences, and leadership training for experienced managers, publications, communication/technology and consultancies, which address a specific need of agencies in a geographic region.

## CAC GRANTS CANNOT FUND

1. Out-of-state travel or activities;
2. For-profit organizations;
3. Programs inaccessible to the public;
4. Ongoing programs or expenses of elementary or secondary school districts;
5. Projects that are part of the curricula of colleges or universities;
6. Capital expenditures; such as equipment purchases, building improvements;
7. Hospitality or food costs;
8. Trusts or endowment funds;
9. Projects with religious or sectarian purposes;
10. Expenses incurred before contract starting date;
11. Supplanting of salaries or expenses already supported by local government spending.

## RESOURCES FOR CALIFORNIA LOCAL ARTS AGENCIES

### California Assembly of Local Arts Agencies (CALAA)

693 Sutter Street, 3rd Floor  
San Francisco, CA 94102  
(415) 441-5900  
Fax: (415) 441-5938  
e-mail: CALAA@calaa.net  
Web: www.calaa.net

California Assembly of Local Arts Agencies is a 16-year-old statewide local arts agency service organization created to “champion local arts agencies and their growth which is essential for promoting the vitality of California communities.” CALAA’s constituents are organizations and individuals who use the arts as a tool in the pursuit of community development goals. Membership is open to individuals, and all local arts agencies, county, city, and regional arts councils /commissions.

The State-Local Partnership Program partners with CALAA to strengthen the infrastructure of the local arts agency field. The State-Local Partnership Program annually reviews a proposal from CALAA which requests funds to provide technical assistance services to the local arts agency field in California. Among the services that will be provided through the partnership agreement are Peer Advisory Network for new State-Local Partner directors, technological support, support for district meetings, monthly professional workshops, Radius, and funds for travel and administration to provide the contracted services.

### Americans for the Arts

1000 Vermont Avenue, N.W. 12th Floor  
Washington, DC 20005  
(202) 371-2830  
Fax: (202) 371-0424  
Web: www.artsusa.org

(Formerly the National Assembly of Local Arts Agencies and the American Council for the Arts.) Americans for the Arts is a national organization for organizations and individuals in the United States committed to the arts and culture. The arts service organization was formed by merging the unique strengths of the American Council for the Arts and the National Assembly of Local Arts Agencies. Americans for the Arts (AFTA) will support the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

## ORGANIZATIONS

Following is general information about programs, services, and grant opportunities for local arts agencies. Call or write the agency for further information.

Membership gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level. **The 2002 Americans for the Arts Annual Meeting will be in Nashville, TN, from June 6-10, 2002.**

## APPLICATION FORM INSTRUCTIONS

Please read the application requirements carefully. Due to limited staff and time, SLPP staff cannot follow up on applications details. Applications are forwarded to the SLPP review panel as they are submitted to the CAC. The review panel will meet the week of April 30 to May 3. The meeting is open to the public and will be held at the offices of the CAC in Sacramento. In FY 2002-2003 the SLPP review panel may be asked to explore a three-year ranking for certain applicants based on a history of highest ranking levels. Local Partners will be informed after the Arts Council approves this possible recommendation.

SLPP panel recommendations will be given to the California Arts Council for approval at its June 2002 public meeting.

The instructions that follow correspond to certain specific sections of the application form.

### ORGANIZATIONAL BUDGET SUMMARY INSTRUCTIONS OF SECTION C

(Do not submit this page with the application)

#### Reminders on Completing Budget Summary

##### Do:

- Use "other" lines and attach schedules in designated areas as needed;
- Use notes to explain and clarify the budget line items where changes are significant from year to year (10% or more);
- Use Budget notes in Section D to delineate in-kind contribution for organizations who do not have a dollar for dollar match.
- Fill in all columns.

##### Do Not:

- Change, alter, or combine lines;
- Include in-kind support, except on line XII (In the second page of Section C.)
- Include portions of your budget not relevant to arts programming;
- Include endowment, capital funds and/or loans, except as indicated in the second page of Section C.
- Include pass-through support, except on line XIII.

For each fiscal year, complete appropriate budget categories. Complete, as is the case, the surplus income or deficit and the accumulated surplus or deficit in the lines provided. Describe on second page of Section D under Budget Notes the plans to reduce the deficit or use the surplus.

##### Observe the following general rules:

- Follow lines exactly as printed; do not cross out, alter, or combine lines. Use lines marked "other" in each category to accommodate special reporting needs (describe in specific sections).
- Limit this budget to activities directly pertinent to arts programming. Do not include indirect costs.
- Be certain that in-kind support is reflected only on line XII and that you describe in detail in Section D. Remember, this is a cash budget. Call CAC staff person if you have questions regarding "in-kind".
- The budget page is to cover four full years. If your fiscal year corresponds to the calendar year, include budgets for 2000, 2001, 2002, 2003. If you changed your fiscal year

during this period, adjust figures to the best of your ability so each column reflects exactly 12 months. Provide budget notes in Section D to clarify.

- Complete the Budget Notes and Schedules in Section D, where necessary to explain circumstances that might appear problematic; for example, to clarify unusually large increases or decreases; to explain why certain figures appear large or small for an organization of your kind; to explain plans to retire a deficit or use a surplus; to explain why figures on Budget Summary page may differ from those in in-house budgets and financial statement. A portion of the page has been set aside for budget notes.
- You are required to describe lines marked "other." If necessary use Budget Notes in Section D.

#### Definitions

##### I. A. Contributions Income

- Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA theme is the source of the grant.
- State Government: Cash support (other than this request) from the CAC or other state agencies. Use budget notes in Section D.
- Local/Municipal Government: Cash support from grants or appropriations by city, county, in-state regional, and other government agencies.
- Individual Contributions: Cash support from private individuals; e.g., donations from patrons, boards of directors, etc. If necessary use Budget Notes in Section D.
- Business/Corporate Contributions: Cash support.
- Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 5.)
- Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
- Fundraising: Include gross proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.



#### **I. B. Earned Income**

- **Admissions:** Revenue from admissions, tickets, subscriptions, etc.
- **Touring:** Revenue from touring activities
- **Contracted Services:** Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- **Tuition/Workshops:** Revenue from sale of services (usually to individuals), such as classes, workshops, or training.
- **Product Sales:** Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- **Investment Income:** Dividends, interest, capital gains and their proceeds, including earnings from endowments if used for operations.
- **Other:** Other sources, if any, such as *net* income from bookstores, restaurants, or other non-program related activities, if such income is used to support operations. If necessary describe in Budget Notes Section D.

#### **II. A. Personnel Expenses:** Include salaries, wages and benefits for employees, or payment to consultants.

- **Artistic/Administrative/Technical:** For Full-Time, include all year-round and permanent staff; for Other, include all part-time, project-based, seasonal, collaborating, and consulting personnel.

#### **II. B. Operating Expenses**

- **Facility Expenses/Space Rental:** Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include non-structural renovations and improvements. *Do not include capital expenditures.*
- **Marketing:** Marketing, publicity, and promotion, not including payments to personnel listed above (II.A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- **Production/Exhibition:** Costs of artistic production, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- **Fundraising Expenses:** Total cost of fundraising events included in contributed income.
- **Other Operating Expenses:** Be sure to describe in Budget Notes Section D, if amount of this line exceeds 10% of total expenses. Include loan payments, interest charges, miscellaneous administrative expenses not covered above; yearly acquisition budget; or insurance

#### **III. Operating Surplus/Deficit:** Deficit figures will be shown with a minus sign (-).

#### **IV. Carryover Fund Balance at Beginning of Year.** Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For actuals, current and projected years, this figure should correspond to line VII of the previous column.

#### **V. Accumulated Surplus:** Add item III, plus item IV if appropriate.

#### **VI. Other Net Adjustments:** Include fund transfers, special gifts, etc. Indicate deficit adjustments with a minus sign.

#### **VII. Balance at Year End:** Carry this figure forward to line IV of the next year.

#### **VIII. Balance of Endowment Fund:** Indicate the balance of the organization's endowment fund. Provide notes in Section D detailing major increases and/or decreases to fund.

#### **IX. Cash Reserves:** Indicate the balance, with notes in Section D detailing major increases and/or decreases.

#### **X. Balance of Non-Operating Capital Funds:** Such as construction or building funds. Provide notes in Section D detailing major increases and/or decreases to fund.

#### **XI. Loans/Lines of Credit:** Indicate the balance of all outstanding loans. Provide notes in Section D detailing the reason for the loan, the organization's repayment plan, and terms of the loan.

#### **XII. In-Kind Contributions:** Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services, (artistic, administrative, and technical). All in-kind contribution must be included in notes in Section D for SLP's who do not provide a dollar for dollar match. For organizations with a dollar for dollar match, If the total exceeds 10% of total income (line 17), explain with a note in Section D.

#### **XIII. Pass-through Funds:** Include any funds received as a fiscal agent for the benefit of another organization(s). Pass-through funds should not appear in the operating budget except on line XIII.

## **NARRATIVE INSTRUCTIONS FOR COUNTY GENERAL OPERATING SUPPORT**

New county local partner organizations should check the "Special Application Category."

The application narrative should be specific and address each of the three funding criteria. Briefly describe how funding will be used to meet the criteria and help fulfill your organization's mission. Complete the general operating support budget form and indicate grant and applicant match expenditures.

### **GENERAL INSTRUCTIONS FOR APPLICANTS**

**Current Program Description Section H:** Briefly describe current programs, summarizing overall programs emphasis. List the new programs, services and activities planned.

**Returning Applicant Section I:** Applicants should describe significant staff, budget and/or programming changes during the last fiscal year. Responding to panel comments is optional but strongly encouraged.

**Regranting Process Description Section J:** Applicants with regranting programs must include this page. To facilitate the review process, attach all regrant program guidelines/applications and attach lists of all grantees. Arts in Education Description Section K.

**Board List Section L:** List the board members or commissioners, including the cities in which they live, a short description of their qualifications (professional and/or vocational affiliations), and terms of office (dates and tenure). Do not include full resumes of board members.

**Advisory Board Section M:** List any advisory boards providing type of Board, list Board or Community Member, including cities in which they live, a short description of their qualifications (professional and/or vocational affiliations), and terms of office (dates and tenure). Do not include full resumes.

**Staff List Section N:** List key staff members, job titles, major responsibilities, and the average number of hours worked per week. Include a short biography of key staff members. Do not include full resumes.

**Compliance Certification Section O:** The application must be signed by an officer who has legal authority to obligate the organization. The required signature by the authorized agents certifies that the applicant organization meets the program's general eligibility requirements.

**Financial Statement:** Applicants with annual budgets in excess of \$50,000 must submit a financial statement for the last complete fiscal year.

**Local Government Resolutions:** County Applicants must obtain a resolution from the local government body that approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded. This should be attached to the front of the application form.

**Articles and Reviews:** Optional (Limit of three). Applicants may submit articles or reviews that show the quality of the organization's activities and its role in the community.

**Letters of Support:** Optional (Limit of three) Letters of Support should only be submitted if crucial to documenting the information included in your proposal or if you feel the review panel will get a better sense of community outreach.

**Other Documentation:** Audio/visual materials may be included in the application package only if relevant to the funding request. If documentation is important to the panel's review of program quality, select the best materials available.

### **INCLUDE AS APPROPRIATE:**

- A. Slides or Photos (10 maximum), numbered sequentially, top indicated, and labeled with name of applicant organization and identity of artist(s); attach up to one half-page log describing content.
- B. Audio cassettes tapes should be labeled with name of applicant organization and identity of artist(s) attach up to one half page log of selection in sequence, indicate title, performing artist(s) instrumentation and length; (show a recent performance.)
- C. Video Cassette Tapes (VHS only) should be labeled with the name of the applicant organization and identity of the artist(s); attach up to one half page log description content of selections on the tape; a brief description of the activity shown, and the approximate sequence length.

**Note:** If you wish to have artistic samples returned, please provide an appropriate self-addressed mail container with sufficient postage.

## SCHEDULE FOR COUNTY PARTNERS

County	Population Estimate	County	Population Estimate
Alameda.....	1,475,800	Placer .....	261,500
Alpine .....	1,190	Plumas .....	21,000
Amador .....	35,850	Riverside .....	1,618,000
Butte .....	206,800	Sacramento .....	1,267,800
Calaveras .....	41,500	SanBenito .....	55,200
Colusa .....	19,300	SanBernardino .....	1,766,100
ContraCosta .....	977,000	SanDiego .....	2,890,600
DelNorte .....	27,650	SanFrancisco .....	789,600
ElDorado .....	163,900	SanJoaquin .....	590,900
Fresno .....	822,000	SanLuisObispo .....	252,000
Glenn .....	26,850	SanMateo .....	714,500
Humboldt .....	127,800	SantaBarbara .....	405,700
Imperial .....	149,900	SantaClara .....	1,706,400
Inyo .....	18,200	SantaCruz .....	258,500
Kern .....	681,900	Shasta .....	168,600
Kings .....	132,700	Sierra .....	3,550
Lake .....	60,200	Siskiyou .....	44,650
Lassen .....	34,350	Solano .....	403,100
LosAngeles .....	9,748,500	Sonoma .....	468,400
Madera .....	130,000	Stanislaus .....	465,600
Marin .....	248,900	Sutter .....	81,000
Mariposa .....	17,000	Tehama .....	56,500
Mendocino .....	87,500	Trinity .....	13,050
Merced .....	216,400	Tulare .....	375,800
Modoc .....	9,450	Tuolumne .....	55,800
Mono .....	13,150	Ventura .....	773,900
Monterey .....	408,000	Yolo .....	174,500
Napa .....	128,100	Yuba .....	61,300
Nevada .....	94,200		
Orange .....	2,910,000		

\*These figures exclude estimated under count.

## DEADLINES: STATE-COUNTY PARTNERSHIP APPLICATION – MARCH 15, 2002

### INSTRUCTIONS FOR APPLICATION FORM

- All Applicants submit the original SLPP application and 10 copies of the application and attachments collated into sets.  
(except for Resolution from Local Government that goes with the original application).
- **Applicant must use SLPP application template. Do not alter application pages or Sections.**
- Label all attachments with your organization's name in the upper right-hand corner.
- Number attachments sequentially.
- Reproductions of the application must be readable.
- Grant package must be complete; incomplete applications will not be processed.
- Failure to include the requested information may result in rejection of your request.
- Do not add additional pages.
- Applications must be postmarked by the deadline.
- If you have questions, call the State-Local Partnership Program at (916)322-6394.

### CHECKLIST FOR ASSEMBLING FULL APPLICATIONS

See application schedule page xii.

- ☐ Resolution from Local Government (one copy)
- ☐ Application Form Sections A-O
- ☐ Financial Statement (if budget exceeds \$50,000 for last completed fiscal year). Needs to include at a minimum: (1) balance sheet; (2) statement of revenues, expenditures and changes in fund balance for the most recently completed fiscal years.
- ☐ Cultural Diversity Policy (one copy)
- ☐ Executive Directors Salary and Benefit Package (one copy)
- ☐ Annual Strategic Plan (one copy)
- ☐ Letter of Support (limit three)-optional
- ☐ Articles/Review (limit three)-optional